

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
October 7, 2013 7:00PM**

*Present: Clerk Chuck Costello, Peter Perkins, Mary Anne Nay, Charlie Killam*

*Absent: Steve Davis*

*Others Present: Town Administrator Alan Benson, Minutes Secretary Judi Stickney, Vanessa Johnson, Natasha Grigg, Bob Gore, Peter Delaney, Conservation/Planning Administrator Ross Povenmire, Lance Cluster*

**7:00PM Meeting Called to Order**

In the Chairman's absence, Clerk Chuck Costello called the meeting to order at 7:00PM.

**7:00PM ANNOUNCEMENTS:**

- **EEE Update:** Selectman Killam read aloud the Board of Health's update on Triple E and mosquito spraying schedule for school and recreational fields.
- **B.E.S.T. Oktoberfest:** Selectwoman Nay announced that the Boxford Elementary School Trust is holding an Oktoberfest dinner and dance with beer and wine tasting on Friday, October 18, 7-10:30PM, at Camp Denison.
- **Old House Parts:** Selectman Perkins announced that Old House Parts will be holding a lecture on preserving, restoring, and reusing old house parts on Saturday, October 26, at the Boxford Community Center at 10AM, sponsored by the Library Trustees and the Boxford Historical Society.
- **Household Hazardous Waste Collection Day:** Selectman Costello announced there will be a household hazardous waste collection day on Saturday, November 9, 2013, 9am-1pm at Masconomet Regional High School parking lot.

Costello asked if there were any other comments or announcements:

- **Colby House Demolition:** **Natasha Grigg** commented on the great job that the DPW did taking down the Colby House. She's been by there and it looks great.
- **Flu Clinic:** **Lance Cluster** announced there will be a flu clinic on Wednesday, October 16 at Town Hall from 1PM to 2PM.
- **Baby Blankets for Community Giving Tree:** Selectwoman Nay announced that the COA is sponsoring an event to knit baby blankets to be donated to the Community Giving Tree. She added that knitters can pick up yarn and a pattern at the COA and they must turn in the completed blanket to the COA by October 23.

**7:05PM MEETING WITH LAND COMMITTEE:** Peter Delaney, Chairman of the Land Committee, along with members Bob Gore, Natasha Grigg, and Greenbelt Representative Vanessa Johnson and Conservation/Planning Administrator Ross Povenmire, met with the Board of Selectmen to discuss the following:

- **Access Easement to Nason Property:** Delaney advised they met last week to discuss the easement language with Greenbelt and Town Counsel and Greenbelt provided new language that they went over today. He now feels they are all on the same page. Vanessa Johnson, of Greenbelt, advised that their attorney is concerned that the National Grid easement may conflict with the easement Greenbelt has from Nason. She added that the concern is that National Grid will feel the easement will interfere with their use of the easement. She doesn't feel that any of the issues are deal breakers and they can work through it. They just all need to be on the same page. Delaney showed the access easement on the plans for the Board to review. There was a brief discussion on the easement and how the concerns can be addressed. Selectwoman Nay brought up the ADA requirements and asked that the handicap parking be included over by the gate. The Board also discussed changing the hours of access to the property. Delaney advised that Greenbelt is asking for a group meeting with the attorneys for the Town, Nason, and Greenbelt, so all issues and language can be ironed out before the 21<sup>st</sup>, when the closing will take place.

**7:26PM** On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** to authorize the expenditure of Town Counsel funds for Town Counsel to attend the meeting. **Killam** recused himself from voting.

**7:28PM PERSONNEL EVALUATION REPORTS:**

- **Nay: Warren E. Gould, Director of Communications:** Nay reported that she completed the evaluation on Warren Gould and his average was 3.9. She added that his evaluation includes his accomplishments from the past year, as well as five objectives. Nay advised that they both agreed that he would like to attend a Selectmen's meeting twice a year to update the Board on the Communications Department.

**7:32PM** On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the evaluation of Warren E. Gould.

- **Killam: Michael J. Murphy, Chief of Police:** Killam reported that he went over department operations and he feels he does an outstanding job. The objectives included the accreditation process.

**7:36PM** On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the evaluation and objectives of Michael J. Murphy.

- **Costello: Alan J. Benson, Town Administrator:** Costello reported that Benson came up with five admirable and measurable objectives and he apprised the Board members of the objectives.  
**7:42PM** On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to accept the evaluation and objectives of Alan J. Benson.

**7:42PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town Administrator, discussed the following with the Board:

- **Request for Signs for Winter Fest:** Benson advised the Board they have a request from the West Boxford Improvement Society to put up signs for Winter Fest:  
**7:42PM** On a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Declare Various Replaced Computer Equipment Surplus:** Benson provided information for the Board on the surplus items for disposition:  
**7:46PM** On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to declare the various items listed on a surplus equipment list dated October 3, 2013 and attached to the meeting minutes have an aggregate value of less than \$5,000 and are deemed as surplus and available for sale or disposal in accordance with the Town's Disposition of Surplus Property policy.
- **Lincoln Hall Usage Report:** Benson provided the Board with a usage report of Lincoln Hall from September 2012 to August 2013 and provided an explanation of the report.
- **Bid Results for New Generator at Main Street Fire Station:** Benson provided the Board with the bid results and explained that the bids are coming in higher than the estimates.
- **Out of the Office:** Benson advised the Board that he will be out tomorrow, on a personal day. He'll be back to work Wednesday.
- **Traffic Pattern change for Ipswich and Main:** Benson advised the Board that, starting Tuesday, the DPW will be making the approved traffic pattern changes at Ipswich and Main, unless there is a significant problem with trees down tonight.
- **Review on Reviews:** Benson reported that he met with the Personnel Board last week and they are very pleased with how the reviews are going.

**7:55PM ROUTINES:**

- **Review Correspondence:** Benson provided copies of two letters of appreciation for the Board to review.
- **Outstanding Appointments:** The Board briefly reviewed the list of committee vacancies.

- **Notice of Public Hearing and Request for Comments:** The Board briefly reviewed the notice from the Department of Public Utilities.
- **Minutes:**
  - 8:00PM** On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of September 30, 2013, as submitted.
- **Treasury Bills:**
  - On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 14-15S, in the amount of \$148,670.45.
  - On a **MOTION** made by **Killam**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #14-15, in the amount of \$238,380.77.
  - On a **MOTION** made by **Killam**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant PY1407, for non-school payroll, in the amount of \$145,862.74.
  - After Selectman Costello removed himself from the meeting, and on a **MOTION** made by **Killam**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant PY1407, for school payroll, in the amount of \$297,194.14. **Costello** abstained.

**8:02PM OTHER BUSINESS:**

- **Federal Government Shutdown:** Benson advised the Board that Selectmen Davis recently spoke with Congressman Tierney about the government shutdown and the Congressman advised that the federal grants for our schools are exempt and he does not anticipate that there will be any decreases.

**8:03PM ADJOURN**

With no further business, on a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at **8:03PM**.

Respectfully submitted,

Judith A. Stickney  
Minutes Secretary

Documents either distributed to the Board of Selectmen before the meeting in a packet, or at the meeting:

1. Agenda
2. Announcement: EEE Update
3. Announcement: B.E.S.T. Oktoberfest
4. Announcement: Old House Parts Discussion

5. Announcement: Household Hazardous Waste Collection Day
6. Uniform Performance Criteria: Warren Gould, Communications Director
7. Uniform Performance Criteria: Michael Murphy, Chief of Police
8. Uniform Performance Criteria: Alan J. Benson, Town Administrator
9. Letter from West Boxford Improvement Society to Board of Selectmen, Re: Winter Fest in West Boxford Village, Saturday, December 7, 2013, 10/1/13
10. Motion to declare surplus equipment
11. Memo from Town Administrator to Board of Selectmen, Re: Lincoln Hall Usage Report – Sept. 20112 to Aug. 2013, 10/1/13
12. Town of Boxford Bid Opening Tabulation Sheet, 10/3/13
13. Letter from Elizabeth A Wright to Board of Selectmen, Fire Department Kudos, 9/28/13
14. Letter from Elizabeth A Wright to Board of Selectmen, Police Department Kudos, 9/28/13
15. Commonwealth of Massachusetts Department of Public Utilities Notice of Public Hearing and Request for Comments, 9/12/13
16. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 10/3/13
17. Meeting Minutes:
  - September 30, 2013